

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



December 23, 1985

• ALL-COUNTY INFORMATION NOTICE NO. I-108-85

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CASE MANAGEMENT INFORMATION AND
PAYROLLING SYSTEM TRAINING SCHEDULE

REFERENCE: ACIN I-85-89

The purpose of this letter is to confirm the statewide equipment installation, staff training and implementation schedule for the IHSS CMIPS Case Management Information and Payrolling System.

The implementation statewide is to occur on a tri-regional basis beginning with Region I in January 1986 and ending with Region III in April 1986. The following information and schedules are provided to assist counties in planning for implementation and arranging for the appropriate staff to attend the various training sessions.

Equipment Installation

Counties receiving new equipment will be notified by Electronic Data Systems-Federal (EDS-F) when equipment is ordered. The equipment will be delivered in the county approximately two to four weeks after the order date.

The equipment is to be installed prior to the Data Entry Training sessions which will be provided by EDS-F staff to each county receiving equipment per the attached schedule. Questions on equipment may be directed to Bill Tucker at EDS-F, (916) 636-4276. Any further concerns should be addressed to Kathy Lewis of DSS at (916) 445-9223.

Data Entry Training

This training is provided "on-site" by EDS-F in each county and is designed for clerical and professional staff who will be personally "keying in" data to the system. Staff will be provided an orientation of the new equipment, how it works and the methods for interfacing with EDS-F. A more comprehensive session will be provided in counties which have not previously had payrolling equipment.

Management, Supervisory and Key Staff Training

These sessions are to provide in-depth training to those persons who will serve as a liaison with DSS and EDS-F or who will train and/or supervise other county staff only during and after conversion. The purpose of the training is to discuss more in-depth technical aspects as well as to address county specific concerns and questions as they arise. These persons will also attend the general staff training with the expectation that they will 1) participate in some training exercises, 2) assist in clarification of audience questions, and 3) respond to their own county specific process questions as necessary. This general training will be provided by both DSS and EDS-F staff. Questions concerning this training may be referred to Bill Schimeck of DSS at (916) 323-3329. The training sessions will begin at 8:30a.m.

Staff Training

These sessions will provide a detailed "walk-through" of the system including forms and procedures required to convert cases to CMIPS, add new cases, make case changes, terminate cases and use all of the controls and forms available within the system.

This training will be provided by DSS and EDS-F staff. Questions may be referred to Roberta Christensen of DSS at (916) 324-8774. The training sessions will begin at 8:30a.m.

Conversion Forms

Preprinted documents will be available for individual provider service cases known to the payrolling system and for other delivery mode cases entered into the system before conversion. These conversion documents will be made available to each county at the time of general staff training and will be used to help facilitate data entry by both the service workers and data entry staff. The use of the preprinted documents will be carefully explained during the training session. However, if you have any questions or concerns regarding the process, or special needs for distribution by office, please contact Bill Tucker, EDS-F at (916) 636-4276.

Confirmation of Attendance

Please contact Patti Henderson at (916) 324-2327 no later than January 2, 1986 to let DSS know the number of staff who will be attending each session.


LOREN D. SUPER
Deputy Director
Adult and Family Services Division

cc: CWDA

Attachments

COUNTY	EQUIP. CRT	INSTALLED PRINTER	DATA ENTRY TRAINING	MGMT. / K.L. TRAINING	LOCATION	STAFF TRAINING	LOCATION
<u>Region I</u>							
Los Angeles County	Week of Dec. 16	Week of Jan. 6	Week of Jan. 6	Jan. 21 & 22 1986	Los Angeles County 3401 Rio Hondo Avenue El Monte, CA 91734 (Contact Marti Nurse at (818) 572-5772 for directions)	Jan. 23-30 1986	Sites to be Announced
Orange County	"	"	Week of Jan. 13	Jan. 21 & 22	"	Jan. 31	Orange County Voter's Registration Office 1300 So. Grand Santa Ana, CA 92705
San Bernardino County	"	"	"	"	"	Feb. 3	Cal State, San Bernardino 5500 State College Pkwy San Bernardino, CA 92407
Riverside	"	"	"	"	"	Feb. 4	Riverside County Dodge Room 1111 Spruce St. Riverside, CA 92507
San Diego County	"	"	"	"	"	Feb. 5	Balboa Park Casa Del Prado Room 103 San Diego, CA "
Imperial County	"	"	"	"	"	"	"
Kern County (Bakersfield)	"	"	"	"	"	Feb. 7	Kern County 1921 19th Street Auditorium A Bakersfield, CA 93301

COUNTY	EQUIP. CRT	INSTALLED PRINTER	DATA ENTRY TRAINING	MGMT./KEY STAFF TRAINING	LOCATION	STAFF TRAINING	LOCATION
<u>Region I Cont.</u>							
Santa Barbara County	Week of Dec. 16	Week of Jan. 6	Week of Jan. 13th	Jan. 21 & 22 1986	Los Angeles County 3401 Rio Hondo Avenue El Monte, CA 91734	Feb. 7	Kern County 1921 19th St. Auditorium A Bakersfield, CA 93301
San Luis Obispo County	"	"	"	"	"	"	"
*Inyo County	N/A	N/A	N/A	"	"	"	"
*Mono County	N/A	N/A	N/A	"	"	"	"
<u>Region II</u>							
Sacramento County	Week of Jan. 6	Week of Feb. 3	Week of Feb. 3	Feb. 18 & 19	Sacramento County Mid Town Bldg. 21st & O Sts. Sacramento, CA 95814	Feb. 20	Sacramento County Mid Town Bldg. Conference Room 21st & O Streets Sacramento, CA 95814
*Alpine County	N/A	N/A	N/A	"	"	"	"
*Colusa County	N/A	N/A	N/A	"	"	"	"
El Dorado County	"	"	"	"	"	"	"
*Glenn County	N/A	N/A	N/A	Week of Feb. 3	"	"	"
Nevada County	Week of Jan. 6	Week of Feb. 3	Week of Feb. 3	Week of Feb. 3	"	Feb. 20	"
Placer County	"	"	"	"	"	"	"
San Joaquin County	"	"	"	"	"	"	"
*Sierra Ct	Week of Jan. 6	Week of Feb. 3	Week of Feb. 3	Week of Feb. 3	"	"	"

COUNTY	EQUIP. INSTALLED CRT	DATA ENTRY TRAINING	MGMT./K. TRAINING	STAFF LOCATION	STAFF TRAINING	LOCATION
Sutter County	Week of Jan. 6	Week of Feb. 3	Week of Jan. 13th	Feb. 18 & 19	Sacramento County Mid Town Bldg. 21st & O Sts. Sacramento, CA 95814	Feb. 20 Sacramento City. Mid Town Bldg. 21st & O Streets Sacramento, CA 95814
Yolo County	"	"	"	"	"	"
Yuba County	"	"	"	"	"	"
*Mariposa County	N/A	N/A	N/A	"	"	Stanislaus County 921 County Cen 111 Court, Room 34
*Amador County	N/A	N/A	N/A	"	"	Modesto, CA 95353
*Calaveras County	N/A	N/A	N/A	"	"	"
Stanislaus County	Week of Jan. 6	Week of Feb. 3	Week of Jan. 13	Feb. 18 & 19	Sacramento County Mid Town Bldg. 21st & O Sts. Sacramento, CA 95814	Feb. 21 Stanislaus County 921 County Cen 111 Court, Room 34
*Tuolumne County	N/A	N/A	N/A	"	"	"
Fresno County	Week of Jan. 6	Week of Feb. 3	Week of Feb. 10	Feb. 26 & 27	Fresno County 4455 E. Kings Canyon Road Fresno, CA 93702	Feb. 28 Fresno County 4455 E. Kings Canyon Road Fresno, CA 93702
Kings County	"	"	"	"	"	"
Merced County	"	"	"	"	"	"
Tulare County	"	"	"	"	"	"
San Francisco County	"	"	Week of Feb. 24	March 11 & 12	San Francisco County 170 Otis St. Auditorium San Francisco, CA 94103	March 13 & 14 San Francisco County 170 Otis Street Auditorium San Francisco, CA 94103

COUNTY	EQUIP. CRT	INSTALLED PRINTER	DATA ENTRY TRAINING	MGMT./KEY STAFF TRAINING	LOCATION	STAFF TRAINING	LOCATION
Alameda County	Week of Jan. 6	Week of Feb. 3	Week of Feb. 10	March 11 & 12	San Francisco County 170 Otis St. S.F., CA 94103	March 13 & 14	San Francisco County 170 Otis St. S.F., CA 94103
Santa Clara County	"	"	Week of March 3	"	Govt. Center, East Wing Lower Level Conferenct 70 W. Hedding Street San Jose, CA 95110	March 18	Santa Clara County
San Mateo County	"	"	"	"	Santa Cruz Cty. Emeline Complex 1080 Emeline St. Santa Cruz, CA 95060	"	Santa Cruz Cty. Emeline Complex 1080 Emeline St. Santa Cruz, CA 95060
Santa Cruz County	"	"	"	March 11 & 12	San Francisco County 170 Otis St. Auditorium S.F., CA 94103	March 19	San Francisco County 170 Otis St. Auditorium S.F., CA 94103
*San Benito County	N/A	N/A	"	"	"	"	Contra Costa County 1305 MacDonald Richmond, CA 94801
Monterey County	Week of Jan. 6	Week of Feb. 3	Week of Feb. 10	"	"	"	Contra Costa County 1305 MacDonald Richmond, CA 94801
Contra Costa County	"	"	"	"	"	"	Contra Costa County 1305 MacDonald Richmond, CA 94801
Lake County	"	"	"	"	"	"	Napa County Human Services Dept. Conference Room 2261 Elm Napa, CA 94558

COUNTY	EQUIP. CRT	INSTALLED PRINTER	DATA ENTRY TRAINING	MGMT./B.-+ STAFF TRAINING	LOCATION	STAFF TRAINING	LOCATION
Marin County	Week of Jan. 6	Week of Feb. 3	Week of March 3	March 11 & 12	San Francisco County 170 Otis St. Auditorium S.F., CA 94103	March 21	Napa County Human Services Dept. 2261 Elm Napa, CA 94558 "
Mendocino County	"	"	"	"	"	"	"
Napa County	"	"	"	"	"	"	"
Solano County	"	"	"	"	"	"	"
Sonoma County	"	"	"	"	"	"	"
<u>Region III</u>	"	Week of March 3	Week of March 17	April 1	Best Western Hilltop 23 Hilltop Redding, CA 96002	April 2	Best Western Hilltop 23 Hilltop Redding, CA 96002 "
Shasta County	"	Week of March 3	N/A	N/A	"	"	"
*Siskiyou County	N/A	N/A	Week of March 3	Week of March 17	N/A	"	"
Tehama County	Week of Jan. 6	N/A	N/A	N/A	"	"	Humboldt Cou 929 Coster St. Conference Room B & C Eureka, CA 95507 "
*Trinity County	N/A	N/A	N/A	N/A	"	"	"
*Del Norte County	N/A	N/A	N/A	N/A	"	April 4	Lassen County 720 Richmond Rd Susanville, CA 96130
Humboldt County	Week of Jan. 6	N/A	Week of March 3	Week of March 17	N/A	"	"
*Lassen County	N/A	N/A	N/A	N/A	"	April 8	"

COUNTY	EQUIP. CRT	INSTALLED PRINTER	DATA ENTRY TRAINING	MGMT. / KEY STAFF TRAINING	LOCATION	STAFF TRAINING	(6)
							LOCATION
*Modoc County	N/A	N/A	N/A	April 1	Best Western Hilltop 23 Hilltop Redding, CA 96002 "	April 8	Lassen County 720 Richmond Susanville, CA 96130 "
*Plumas County	N/A	N/A	N/A	"	"	"	"

*DENOTES COUNTIES THAT WILL OPERATE IN A
BATCH MODE. NO EQUIPMENT WILL BE DELIVERED,
NOR WILL DATA ENTRY TRAINING BE SCHEDULED.